



**NOTICE OF A SPECIAL MEETING AND POSSIBLE
EXECUTIVE SESSION OF THE COMMON COUNCIL
OF THE TOWN OF CLARKDALE**

Tuesday, April 2, 2019 at 3:00 P.M.
Clark Police Annex

PURSUANT TO A.R.S. §38-431.02, NOTICE IS HEREBY GIVEN to the members of the Common Council of the Town of Clarkdale and to the general public that the Town of Clarkdale Common Council will hold a Special Meeting open to the public on **Tuesday, April 2, 2019 at 3:00 p.m. at Clarkdale Police Annex, 49 N. Ninth Street, Clarkdale, Arizona.** Members of the Clarkdale Common Council will attend either in person or by telephone, video or internet conferencing. Pursuant to A.R.S. §38-431.03, the Council may vote to recess the meeting and move into Executive Session on any item, which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda.

The undersigned hereby certifies that a copy of this notice was duly posted on the Community Development Building bulletin board, located at 890 Main Street, Clarkdale, Arizona on the 28th day of March, 2019 at 1:00 p.m.

BY

Mary Ellen Dunn
Mary Ellen Dunn
Town Clerk

The agenda for the meeting is as follows:

1. CALL TO ORDER

2. PUBLIC COMMENT – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes

3. REVIEW OF TOWN MANAGER INTERVIEW SCHEDULE – Review and discussion of the schedule for the upcoming Town Manager interviews with Jenn Reichelt of The Novak

Consulting Group.

4. EXECUTIVE SESSION - The Council may vote to discuss the following matters in executive session pursuant to A.R.S. § 38-431.03:

A.R.S. § 38-431.03(A) (1) - Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting.

The Executive Session will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda.

A. TOWN MANAGER CANDIDATE INTERVIEWS – Review of interview questions, writing assignments and presentation topics to be used, and review of candidates to be invited, for interviews for the Clarkdale Town Manager position.

5. ADJOURNMENT

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.



Staff Report

Agenda Item: **REVIEW OF TOWN MANAGER INTERVIEW SCHEDULE –**
Review and discussion of the schedule for the upcoming Town Manager interviews with Jenn Reichelt of The Novak Consulting Group.

Staff Contact: Town Manager Gayle Mabery

Meeting Date: April 2, 2019

Background: Jenn Reichelt from The Novak Consulting Group will review the schedule for the upcoming Town Manager interviews with the Town Council. The draft process is outlined as follows:

Schedule	
April 2 Candidate Review Meeting	<ul style="list-style-type: none">• Meet with Town Council to review top candidates and select those to be interviewed• Finalize interview process logistics and writing exercise
April 3 – 12	<ul style="list-style-type: none">• The Consultant will conduct reference and background checks on finalists• The Town would like to review the background checks before the interview process
April 17 – 19	<ul style="list-style-type: none">• Interview Process<ul style="list-style-type: none">○ Wednesday – Presentations, Tour, Reception (1 p.m. – 8 p.m.)○ Thursday – Panel Interviews (8 a.m. – 5 p.m.)○ Friday – Finalist Interviews (8 a.m. – 12 p.m.)
After interviews	<ul style="list-style-type: none">• Negotiation with top finalist• Mayor and Council approve employment agreement

Interview Process

The first round of interviews will be with the semi-finalist (expect 4-6) candidates and will include the following components:

Wednesday – April 17th, 1:00 – 8:00 pm

- Candidate Presentations



Staff Report

- Tour of the Town
- Evening Community Reception (6:00 – 8:00 p.m.)

Thursday – April 18th, 8:00 am – 5:00 pm

- Council Panel Interviews
- Executive Team Interviews

Friday – April 19th, 8:00 a.m. – 12:00 p.m.

- Council Interview with Finalists

Additional Interview Components

- Writing sample

Recommendation: No action is necessary on this item, unless the Council would like to give direction to The Novak Consulting Group to amend any of the suggested processes.